



**State Controller's Office**  
**Personnel/Payroll Services Division**  
**Transaction Supervisor Forum**

**May 16, 2019**

**Program Management and Analysis Bureau (PMAB)**

❖ **California Leave Accounting System (CLAS) – Sarah Lever**

- Student Assistants, Youth Aids, and other excluded, non-testing classes should not be on non-standard rates. Please delete any non-standard rates and/or correct any retroactive rates that were non-standard. See [Leave Letter #19-003](#).
- Voluntary Personal Leave Program (VPLP) - Corrections have been made to the part-time rate for VPLP retroactive to 2014. Calculation in the mass update are found to be incorrect.
- Beginning CLAS Training – Classes are scheduled based on needs assessment, yet some classes are cancelled due to low enrollment. Please be sure to take the time to [enroll](#).
- Departure of Ady Lo. Arrival of Angela Brown, our new trainer from the California Department of Fish and Wildlife. These staff changes may impact turn-around time on liaison as well as training classes. Please work with us as we train our new staff.

**Personnel and Payroll Services Bureau (PPOB)**

❖ **Civil Service (CS) Payroll & Premium Pay - Bryce Miller**

- Please submit Payroll Adjustment Notice [Std. 674/674 A/Rs](#) for overtime on separate forms from the regular pay.
- Payment Types, Pay Suffix, and Earnings IDs should be completed in both Items 6A and 6B on the [Payroll Adjustment Notice Std. 674](#).
- Workload Changes - We have now diverted some of our staff to working current documents, so we don't fall further behind with the backlog. The remaining staff will be focusing on the backlog. You may see some more current adjustments and A/Rs issuing before the older work. Please do not resubmit older documents in hopes of getting the Std. 674 processed faster. The SCO is hoping that by using this method we can get out of our backlog.

❖ **Statewide Customer Contact Center (SCCC) - Nastassja Johnson**

- Renee Ferguson, our Benefits phone liaison, will be out of the office for an undetermined amount of time. This may cause delays in the Civil Service Benefits unit answering calls and getting back to you within their usual timely manner. Please be patient with us as we adjust staffing to accommodate Renee's absence.
- Meeting notes are now available on our [website](#).

- Reminder: Please ask your staff to work with their supervisor/managers before calling the SCCC to resolve their issue. We are happy to help but we want to make sure your staff is touching base with their supervisor/managers before contacting the SCCC.
- Escalation Email:
  - Our Escalation email ([PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)) is for Supervisors and Managers. You can find guidelines to using our Escalation email on our website under Human Resources.
- California Personnel Office Directory (CPOD):
  - Please update [CPOD](#) with current information.
- ❖ **Civil Service (CS) Disability – Karin Johnson-Anderson (Trans Sup Only)**
  - Common Errors Found on Disability Documents (all disability types):
    - Using a Std. 674 instead of [Std. 674D](#)
    - Using the wrong form for Dock time when on disability – we are receiving a Std. 674 AR, but it should be on a Std. 674D.
    - The Std. 674A/R should be used when the employee is back to work and has Dock time only for that pay period.
    - Section 10 on the Std. 674 D is left blank – please fill out this section.
    - Not listing time worked in Section 9 and certifying the same time in Section 10- both sections need to be completed
    - Specialist think that because an employee returns to work they are off of disability. However, we go by the pay period as a whole.
    - Dates listed in sections 7,8A or 8B are often included in the Return to Work date as a disability day. However, the return to work date should not be included as a disability day.
    - Sections 6 and 10 do not match. These sections should match.
    - Specialists are not following directions/instructions on the NDI or IDL calculators regarding calculation of supplementation. Please follow these directions.
    - SDI: Box 8C - the weekly rate is often left off. Please include the weekly rate.
  - Please use this list of common errors found on disability documents as a guide to help you properly complete disability documents.

## California State Payroll System (CSPS)

- ❖ **California State Payroll System (CSPS) – Bernie Schultz**
  - All Future State workflow meetings are closed out as of 5/15
  - Final workflow sign off emails submitted:
    - Personnel Administration
    - Time and Attendance
    - Benefits Administration
  - Pending:

- Payroll
  - All capabilities are in requirements gathering.
  - Creating a plan to prioritize and implement process improvements realized through the CSPA current state assessment.